

Location Mapping in NHSN

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A user with Administrator Rights selects **Facility**, then **Locations**.

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On the **Locations** screen, read the **Instructions** carefully.

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Complete all mandatory fields.

Your Code – Enter a code of your choice that will allow easy identification of the location.

Your Label – Enter a short description of the location.

CDC Location Description – Select the appropriate CDC location from the drop down menu.

Status – Select 'Active' when adding a new location.

Bed Size – Enter the bed size.

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Click on the **Add** button to save the location.

The screenshot shows the NHSN web interface. At the top is the CDC logo and the text "Department of Health and Human Services, Centers for Disease Control and Prevention". Below this is a navigation bar with links: "NHSN Home", "My Info", "Contact us", "Help", and "Log Out". The main content area is titled "Locations" and includes a "HELP" link. A sidebar on the left lists various menu items: "Alerts", "Reporting Plan", "Patient", "Incident", "Reaction", "Denominator", "Analysis", "Surveys", "Users", "Facility", "Customize Forms", "Export Data", "Facility Info", "Add/Edit Component", "Vocabulary", "Group", and "Log Out". The "Locations" menu item is highlighted with a red box. The main content area contains "Instructions" for adding, finding, editing, and deleting records. Below the instructions, a red box highlights the form fields: "Your Code*" (text input), "Your Label*" (text input), "CDC Location Description*" (dropdown menu), "Status*" (dropdown menu), and "Bed Size*" (text input). A red arrow points from the "Add" button in the sidebar to the "Add" button in the form. At the bottom of the form, there are buttons for "Find", "Add", "Export Location List", and "Clear".

Instructions

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the **Add** button.
- To **Find** a record, click on the **Find** button. One or more fields can be filled in to restrict the search to those values.
- To **Edit** a record, perform a **Find** on the desired record. Click on the desired record to fill in its values into the form and edit the values. To save the changes, click on the **Save** button.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with *

Your Code*:

Your Label*:

CDC Location Description*:

Status*:

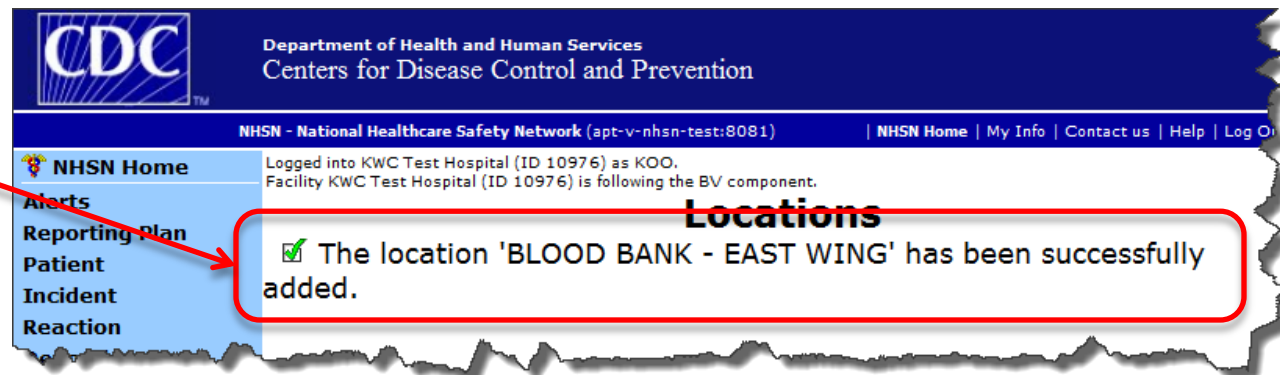
Bed Size*: A bed size greater than zero is required for most inpatient locations.

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After successfully adding a location, it will be available in all active components.



Important Tips:

- Facility locations are shared across components. Confer with the Primary Contacts of all components before deleting or making changes to locations in NHSN.
- **Most** locations can be used in all components. However, there are a few locations that can only be used in specific components, modules, or facility types. These exceptions are noted in the Master CDC Locations and Descriptions document: http://www.cdc.gov/nhsn/PDFs/pscManual/15LocationsDescriptions_current.pdf.

Biovigilance Component website: <http://www.cdc.gov/nhsn/acute-care-hospital/bio-hemo/index.html>

NHSN user support: nhsn@cdc.gov